

HIRING OFFICIAL –PRESEASON

1. Completes INS Form I-9
2. Provides casual Federal W4 for completion. The EFF Pay Center will use the W-4 address for the W-2 address if different than the address on the OF-288.
3. Provide casual State Tax Forms for completion (if the Federal W4 is utilized by the State write “State & Federal” on the W4)
4. Provide casual a W5 Earned Income Credit form (casuals option whether to complete)
5. Provide casual Direct Deposit Information and SF-1199a Direct Deposit Form (attachment B). Submit the following to the EFF Pay Center at the time of completion.
 - Original INS Form I-9
 - Original Federal W4
 - Original State Tax Form

CASUAL

1. Completes Direct Deposit SF-1199a and gives to their financial institution for completion and mailing direct to the EFF Pay Center, 324 25th Street, Ogden, UT 84401
2. Completes Federal W4, W5 and State tax forms. The W-4 address will be used for the mailing of the W-2 forms. If forms are incomplete or filled out incorrectly, taxes will be withheld at the highest tax rate; marital status of single and zero exemptions. The hired at point (block 6 on the OF-288) determines the taxing state if no state tax form is completed, regardless where the casual resides.

HIRING OFFICIAL - AT TIME OF DISPATCH

1. Completes forms outlined above under “Hiring Official – Preseason” if not previously completed and submit direct to the EFF Pay Center.
2. Completes Casual Hire Information Form indicating whether the I-9 & W-4 forms had been previously submitted and attach to the OF-288 for overhead and support positions.
3. Initiates the Emergency Firefighter Time Report (OF-288) by completing the header information and specific incident information in column A.
 - Hired At Block 6 – must be in the form of State-Unit, i.e., ID-BOF
 - AD rate and TITLE must be included in Section 20 (item 8).

INCIDENT FINANCE SECTION

1. Records work time as outlined in the Interagency Incident Business Management Handbook assuring AD rate and TITLE is included in all columns.
2. Processes partial payments every two weeks, indicating partial payment on the OF-288.
3. Submit original Casual Hire Information Form and OF-288 to the hiring unit identified on the Casual Hire Information Form with applicable original forms if not previously submitted.

HIRING UNIT FISCAL APPROVING OFFICIAL

1. Audits OF-288 as outlined in attachment D.
2. Completes memo (Attachment E) and overnight mails original documents to the EFF Pay Center.

EFF PAY CENTER

1. Maintains original INS Form I-9, Federal W-4, State Tax form, Direct Deposit Form, Casual Hire Information Form and rate justifications in the casuals payment file.
2. Processes payment to the casual within 7 days of receipt.